

**Subject:** RE: IRS - Carlos  
**From:** Jennifer Quintero <jquintero@ccala.org>  
**Date:** 11/20/2017 03:29 PM  
**To:** Elisabeth Cutler <ecutler@downtownla.com>

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**From:** Elisabeth Cutler [mailto:ecutler@downtownla.com]  
**Sent:** Monday, November 20, 2017 3:29 PM  
**To:** Jennifer Quintero  
**Subject:** RE: IRS - Carlos

Hi there. How long did it take IRS to remove the furniture on the 2<sup>nd</sup> floor? Trying to figure how late I'll have to stay for them to remove our items. Please let me know, thanks!

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**From:** Jennifer Quintero [mailto:jquintero@ccala.org]  
**Sent:** Friday, November 17, 2017 8:53 AM  
**To:** Elisabeth Cutler  
**Subject:** RE: IRS - Carlos

Good Morning Elisabeth!

Not sure if Karla has reached out to you but she needs your "okay" to allow me access to suite 200 at 6pm today J do you mind writing back with confirmation so I can forward along to Karla as proof?

Thank you!  
Jenn

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**From:** Elisabeth Cutler [mailto:ecutler@downtownla.com]  
**Sent:** Thursday, November 16, 2017 2:16 PM  
**To:** Jennifer Quintero  
**Subject:** RE: IRS - Carlos

Okay, thanks for the update and getting Carlos to understand as well!

Since CCA moved to the 8<sup>th</sup> floor, we consolidated and moved several items. To assist with your furniture removal tomorrow, please note the following:

- Jessica's old office: no CCA furniture located in this space, moved file cabinets to the adjacent office
  - o The space now stores Carol's artwork and awards
- Consolidated furniture into Tina and Joanne's old workspaces
- IT Room: there are now only 4 items (2 file cabinets, desk, work table) for CCA to remove which has been clearly labeled (everything else, we've either cleared out or keeping)
- Please don't forget the last office at the end of the hall (Leslie's old office) needs to have all the furniture removed. (We forgot about it when you and I walked the

RE: IRS - Carlos

floor with IRS!)

I'm leaving early tomorrow so if you need further clarification, just let me know. Hope this helps the process go a bit faster! Have you arranged for access to the suite tomorrow night? I assume you have since no one will be here.

Thanks!  
Elisabeth

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**From:** Jennifer Quintero [<mailto:jquintero@ccala.org>]

**Sent:** Thursday, November 16, 2017 10:38 AM

**To:** Elisabeth Cutler

**Subject:** IRS - Carlos

Just got off the line with Carlos - he said everything makes sense now - IRS plans to only take CCA items from suite 200 tomorrow as invoiced to lessen the confusion.

Thanks!



**Jennifer Quintero**  
Administrative Coordinator  
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626 Wilshire Blvd., Suite 850, Los Angeles, CA 90017  
\*Please note our new address\*

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